Rensselaer Union
Executive Board

Attendance

Date

Chip Kirchner, President of the Union
Shannon Gillespie McComb, Vice President of the Union
Amanda Youmans, Graduate Rep
Conrad Mossi, Class of 2017 Rep / MAP Chair
Erica Lane, Class of 2018 Rep
Matthew Rand, Class of 2019 Rep / Policies Chair
Ananya Murali, Class of 2020 Rep
Ines Roman, Club/ICA Rep
Stephanie Kern-Alley, Club/ICA Rep
Kay Sun, Club/ICA Rep
Luke Kuprenas, Club/ICA Rep
Rasika Ekhalikar, Club/ICA Rep / BusOps Chair
Clera Williams, Club/ICA Rep
Chris Hoskins, Club/ICA Rep
John Fantell, Member at Large
Anissa Choiniere, Member at Large
Caitlin Kennedy, Member at Large
Majken Rasmussen, Member at Large
Dan Rogers, UC Rep
Jan Church, GC Rep
Thomas Alappat, Senate E-Board Liaison

Guests (Please Print on Back)
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<td>Martha Hellyott</td>
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<td>Lila Rose</td>
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<td>Ben Cameron</td>
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Animation Club Request for Recognition
- Had been an animation club previously, but was disbanded when members graduated. Decided to start it up again, make it more inclusive.
- Not just for certain majors anymore, open to anyone of any major and skill level
- No such existing club
- Questions
  - What happened to previous club?
    - Everyone graduated
  - What is being done to prevent this?
    - They’re sophomores so during their time here they can build membership up
  - All about creating a community within RPI
  - Faculty advisor?
    - Looking into a couple, let Admins know when you have one
Motion 1: approve Animation Club to be Union Recognized
15-0-1
Motion passes!

Club Sunsetting Policy
- Policy been in existence for a while, Erica has been working to update it and also wrote another one
- Red is edits: changed due to other policies we have updated
  - Placing clubs on probation if there are things they have not done that they need to do
  - Keeping up communication between SARPS and reps
  - Unfunded clubs do not have to go to Activities Fair
  - Basic changes, nothing major
- Questions:
  - Section 1 Part D: what is underclassmen defined as? Is it necessary?
    - Can’t be a specific grad-student only club? It’s an old policy, can be changed if everyone agrees
    - There are a ton of clubs without grad students, so unfair comment if that’s what it implies
  - Get rid of this clause in its entirety? Maybe means that if the club is just a bunch of seniors
  - Update: “if the club membership is not sustainable”
    - Section 1 Part A: seems like a hard and fast rule
Motion 2: Approve the updates made to the Club Sunsetting policies; Part 1, D has been edited from what everyone has received
16-0-0
Motion passes!
Next week is Chip’s last meeting, last date for proposals is the Monday before the Board’s last meeting

Club Renewal Policy

- Erica- past two years has been working on what clubs are not around, no rules outlined
- This gives Policy committee the outlines for how to do this
- Two statuses: Active and Probation
- Must complete club recognition form (Cameron sends out in summer)
- Have a current constitution and membership uploaded to cms
- Takes place first semester by policies committee-reviews all clubs and determines status
- Certain things about Probation status outlined in policy
- Can reenact Active status after a vote by E-Board
- If no attempts for a club to become Active have been made after one semester, they are no longer a club
- Questions
  - If things are small, club would not have to be present to E-Board, policies would present and E-Board will vote
  - Problem: lack of constitutions
    - Cameron may have the constitutions if the club does not; need a copy of all of the constitutions so if this is how it must be done then it will be difficult
    - If they do not have one, they can use the sample standard for three years until they update to their needs
  - Second sentence: add an apostrophe
  - Last two bullets on first page
    - Include the details that Cameron sent out; copied directly from her
  - This is a national practice

Motion 3: approve the Club renewal policy as attached; added an apostrophe
15-0-1
Motion passes!

WRPI Contingency Request

- Live studio that hosts weekly bands; equipment that needs to be reapired
- Main centerpiece is a live mixer, one giant piece of hardware; 11 years old
- Minor repairs for upkeep, but more major repairs are needed, makes most sense to do an entire refurbishment of the entire board
- FY18 budget request-$5k for the repair, given $2k contingent upon coming with more information
- Brought a quote (2 more in the pipeline), need around $5k
- Want to use some of the money not used for travel and shift over into ability to purchase the new board
- Questions
  - Is the moving money over reflected in here?
- There is some money to be reallocated but not reflected in what we have. Not travel contingencies
  - $7285 left in travel budget.
- Are you comfortable reallocating that?
  - Last sport is baseball, cheapest of all sport that they run. Comfortable with having around $2k leftover for sports
  - Having a multiyear plan for a replacement of this (5 years)
- Estimating between $8k-$12k for new board, don’t want to convert to digital because is costly and would not be a large benefit
- Clarification: Use Excel sheet for accuracy
- What other repairs do you need?
  - Major console renovations happened 5 years ago, this is not the same as those
  - Server repair replacements they do every few years
  - Nothing pressing other than this, want to solve in the next year
  - Also have the transmitter stuff still happening, but waiting on facilities from RPI to finish
  - Smaller things in live studio they can do on their own
- New board- how long can it last?
  - This one lasted 11 years, only minor functionality loss and will decrease if no repair is done
  - Most major renovation happening within the next two years
- Reserve account?
  - Yes, separated by years and how much they received
  - Don’t want to touch reserve account until Transmitter project is done
- We will get the travel money back if they don’t use it this year, but they will keep asking for this repair
- One place that specializes in this kind of board-this quote will probably be most accurate; lowest price may not be the best price
- Can we approve just the reallocation? Yes
- If we take money from sports budget, and then dip into contingencies to just replace the board, why not spend a little extra to just replace the board?
  - Need to do more research on it, know that this repair would last at least 5 years, no cost savings to doing that plan
  - Could be facing same issue 5-10 years down the line, companies retire models frequently
- At the end of the day, we can support what the group determines is the best option, but if going to look into getting a new one, make a decision sooner rather than later
- Time range for WRPI? We are almost done, but WRPI is 24/7, 365 days/year, want them to come in ASAP, 3-4 weeks from now
- We can reallocate funds today but not have to decide about purchasing a new board today

Discussion:
- Take this money and put it in the reserve account for repairs and then give them the amount from contingencies
- Entertain idea of a new board? No
- Probably cost $60k-$70k to convert system to digital
- There are $6k more in contingencies this year than last year
- WRPI presented a nice solution to this, we should follow what they suggested
- They can cover this cost and baseball with the current money
- See more detailed report, if we knew better what future expenses would be we could better understand how much we want to give them in reserves
- No other major repairs for WRPI, don’t need to fund them extra from contingencies
- How did transmitter affect their budget?
  - Had 2 accounts, reserve and gift account, transmitter was more expensive than thought but the gift account continues to grow
  - Install microwaves once institute fixes tower, can get the money out of the gift account mostly and will have roughly $20k left in reserve
  - Have a lot of equipment, will always have things they can buy

Motion 4: WRPI reallocate from travel program (Goal F) to program to fix sound board ($6000)
They’ll have enough money leftover? Yes
16-0-1
Motion passes!

Phone System Upgrades-$12,250
- Phones for third floor Union and Mueller Center
- Switches have a range, 1 is $2k and 1 is $1.5k
- Entire project is $20,150 for 38 single phones 2 multi phones, 4 switches
- Decide whether to replace all or just third floor and Union
- All coming from Admin budget because of excess salaries that were not used
- No issues if we do not replace all of them right now
- Every floor- Rathskellar, Fathers, desks, all except collegiate store and campus unisex, welcome desk, McNeill room

Motion 5: Approve use of $12250 from admin budget to phones
Merits:
  - Martha thinks it would be best to do all phones now and never have to discuss it again, they’re only going to get worse
Motion being amended to $20,150 from admin budget to complete all phone renovations
Motion now reads: $20,150 for entire Rensselaer Student Union
Motion must be re-written, motion was rewritten and states the same thing
15-0-2
Motion passes!

Room Reservation Policy
- Primetime hours: 4pm – 10 pm for any night where there is class the following day, hours heavily booked by clubs
- Only RU Recognized and affiliated clubs can reserve rooms
- All clubs eligible to book are allowed max 4 hours during primetime hours/week
- The fee that can be applied to certain reservations-outside group wants to use it, can be subject to a fee
- Updated Food policy
- Registration opening for room reservations is 3 weeks after regular class registration starts
- Anything that takes up a significant amount of time can be booked before the 3 weeks
- Questions:
  - Clubs with provisional status should be able to book rooms too (include that)
  - Class Councils aren’t clubs, so they can’t book during primetime hours? Adding Student Government organizations
  - Matt does not agree with barring Greek Life organizations during primetime hours; technically Greek Houses are affiliated clubs. They hold events and book rooms occasionally
  - Are you trying to make sure the academic side does not come in and use the facility before the students? Maybe say student programs take priority over academic side, make sure students are not kicked out of this building
  - Goal w/ primetime hours is that Union related events take priority
  - Think of Archer Center, may be grandfathered in to this clause as an exception (e.g. PD)
  - Conrad is not a huge fan of primetime hours; technologically might not be capable. Larger aspect we need to look at? More space for meeting rooms? More space for lounges?
  - Build a new, bigger Union
  - Would this be restricted through EMS?
    - Ideally
  - Would it restrict Clubs and organizations from setting up tables?
    - No, but language does not specify
  - Admissions uses it during primetime hours for students coming in; use Biotech and two rooms in the Union and their office
  - Union is a space for a purpose and some groups should have priority; lots of groups really need a space, we can discuss more
  - Every student is a part of this building; not barring people, but prioritize clubs and groups and Greek life, etc. Prioritizing but not limiting because this is the Student Union that represents everybody
  - People like ideas of prioritization during certain hours; better to get rid of restriction but keep restriction of time?
  - Doesn’t think we should be limiting what students can do when they reserve rooms
  - Can study in any unreserved room; exceptions are allowed for Archer Center, CCPD, etc. reason for primetime hours: office hours, other groups with ability to reserve rooms meeting during this time period.
Mothers restricted only for event space? Mothers is a place to hold events, not weekly meetings so events can occur.

Better to say events take priority over weekly meetings

Problem w/ priority: have to move clubs around if there’s a long list; hard and fast rules makes it easier on scheduling the clubs

Any results that say this is a problem? Clubs feel pushed out or have trouble meeting?

- From experience, it can be difficult to find a meeting space and smaller groups use a bigger space and end up not needing it the whole time

Joe said he can make it so a group can override another group

You can still go into Mother’s and use it until a reservation time

Shannon—what if we could do opening up room reservations to groups, like prioritizing that way?

Union definition for low risk food? Written in there, definition that has been accepted at another University; things that won’t spoil or need to be heated or reheated

Take everything back and make some changes, edit the policy. Probably not have time next week

Reports:

- Director’s
  - Nicole began as business coordinator, doing a great job, very excited
  - Assistant Director search: not the best placement exchange for RPI in Texas, but got a couple of candidates. 52-56 applicants, basic search committee has started, 20 candidates now, going to narrow down to 10 and call 6 and invite 2 or 3 to campus. About 12 that can easily do the job
  - Wants to be done by the end of April, person would begin in June
  - Toured University of Texas at Austin, 2 Student Unions. List presidents along beams written in gold. 2 takeaways: fundraising? Named lounges after alumni for donations, bowling lanes are outlined in fluorescent neon colors

- Member’s
  - Rasika: Father’s will start selling breakfast sandwiches and added terra chips

- Senate:
  - Rasika was there for EMPAC: curators talked about how busy EMPAC is, showed calendars

- President’s
  - Will send club transition docs, fill those out!
  - Pushing the Director search to be done, need to get it done now
  - Started interviewing for Men’s hockey coach position; can’t have a team without a coach

Motion 6: Cameron is honorary E-board member for the free Ben & Jerry’s
Motion #1

Date: 3/23/2017

I move that the Rensselaer Union Executive Board approve Animation Club to be a Union Recognized Club.

So moved by: Erica Lane
Signature
Printed Name

Seconded by: Caitlin Kennedy
Signature
Printed Name

For  Against  Abstaining
15   0    1

Motion: Pass/Fails
Motion # 2

Date: 3/23/2017

I move that the Rensselaer Union Executive Board approve the updates made to the Club Sunsetting Policies and Procedures as attached.

So moved by:

[Signature]

[Printed Name]

Seconded by:

[Signature]

[Printed Name]

For  Against  Abstaining

16  0  0

Motion: Passes/Fails
Club Sunsetting Policies and Procedures

These Sunsetting Policies describe the methods by which the Executive Board will define clubs that do not fulfill the requirements to remain an active club, and the methods by which defunct clubs will be dissolved. These Policies shall serve as guidelines for both the Executive Board and Union Clubs and Organizations in matters pertaining to the continuity of clubs. It is the Executive Board's prerogative to supercede the authority of these Policies when appropriate. These policies are in accordance with the Executive Board Bylaws and the current Union Budgeting Guidelines and Procedures.

I. Funded Clubs.

Funded clubs are those that have a budget approved by the Executive Board for the current fiscal year; this includes both Fully Funded and Provisionally Funded clubs. The following are conditions under which a club may be subject to Probation and eventual dissolution:

A. If a club fails to submit a budget, attend the Activities Fair, update their officer and membership lists, or complete any other requirements as specified in the current Union Budgeting Guidelines and Procedures, that club shall be given Probation Status if deemed appropriate by their E-Board Representative.

B. If a club fails to respond to communication efforts made by its Executive Board Representative and/or S.A.R.P. for more than thirty (30) calendar days, the clubs accounts shall be frozen if deemed appropriate by the club’s SARP and Representative. If, by the end of the semester, the club has not made contact, it shall be given Probation Status, pending review by the Executive Board.

C. If a club fails to enact their approved programs, or fails to fulfill their Purpose as stated in the club’s constitution, the club shall be given Probation Status if deemed appropriate by their E-Board Representative and Student Activities Resource Person.

D. If the approved subsidy per club member is higher than the Activity Fee or if club membership does not contain underclassmen, the club shall be contacted and under review by their E-Board Representative. If by the end of the current semester the club does not make significant progress toward amending these problems it shall be given Probation Status if deemed appropriate by their E-Board Representative and Student Activities Resource Person.

II. Unfunded Non-Funded Clubs and Affiliated Organizations.

Unfunded clubs and Affiliated organizations are those that do not have a budget approved by the Executive Board for the current fiscal year. The following are conditions under which club may be subject to Probation and eventual dissolution:
A. If an Unfunded club or Affiliated organization does not register with the Office of Student Activities by the end of September attend the Activity Fair in the Fall that club/organization shall be given Probation Status.

B. If a club/organization fails to initiate contact with the Union admin office within the first sixty (60) calendar days of either semester, the group will come under review by the Policies Committee. If no contact is made by the end of the current semester the club will be placed on Probation Status.

III. Probation Status.

A club that has committed any of the infractions as described in (I) or (II) may be put into Probation Status after review. Probation is a semester long period in which the club is under review by the Union Executive Board and Policies Committee to determine its continuance as a club. Upon gaining Probation Status the club must meet with the Policies Committee to determine requirements the club must satisfy in order to regain Active Status. The point of satisfactory completion of requirements is determined by the Policies Committee and reinstatement is decided by the E-Board with recommendation by the Policies Committee.

The following are general requirements all clubs under Probation Status must meet to be considered for reinstatement to Active Status:

A. If funded, all purchases must first be approved by the club’s E-Board rep and SARP

B. If funded, club officers must have bimonthly meetings with the E-Board Rep to provide updates on the club’s progress towards fulfilling the requirements set forth by the Policy Committee and for guidance

C. During the probationary period the Policies Committee will investigate: the class distribution, the history and cause of degradation in the club. The club must provide any requested materials or documents and attend meetings when requested.

D. To regain active club status, the club must fulfill all requirements set forth by the Policies Committee and must also show satisfactory growth and improvement in the allotted time. The final decision will be made by the E-Board with recommendations from the Policies Committee and E-Board rep.

E. If at the end of the Probation period (one full semester) the club has not satisfied the requirements of the Policies Committee the club will no longer be considered a club of the Rensselaer Union, affiliated or otherwise. To return as a recognized or affiliated organization the club must apply as a new club.
Motion # 3

Date: 3/23/2017

I move that the Rensselaer Union Executive Board approve the Club Renewal Policy as attached.

So moved by: Erica Lane

Seconded by: Caitlin Kennedy

For 15  Against 0  Abstaining 1

Motion: Pass/Fails
Club Renewal Policy

This document defines the methods by which a club or organization’s Active Status will be confirmed each year by the Rensselaer Union Executive Board. Active Status refers to a club's normal operation, as opposed to Probation Status which is a semester long period in which the club is under review by the Union Executive Board and Policies Committee to determine its continuance as a club.

In order to renew Active Status all Recognized and Affiliated clubs and organizations must do the following:

1. Complete a club registration form to renew their club recognition on campus. This will allow all organizations to:
   - Register for and attend the Annual Activities Fair
   - Reserve space
   - Hold events
   - Use campus technology
   - Have web pages hosted on Institute servers
2. Have a current constitution for the club or organization uploaded to the Club Management System
3. Have an accurate list of club officers, advisor(s) (if applicable), and members listed on the Club Management System

Club Renewal will take place during the first month of the fall semester and be done by the Policies Committee. If a club does not complete one of the stated requirements it will be placed on Probation Status. Upon gaining Probation Status, the club must meet with the Policies Committee to determine requirements the club must satisfy in order to regain Active Status. The point of satisfactory completion of requirements is determined by the Policies Committee and reinstatement is decided by the E-Board with recommendation by the Policies Committee. The following are general requirements all clubs under Probation Status must meet to be considered for reinstatement to Active Status:

1. If funded, all purchases must first be approved by the club’s E-Board Rep and SARP
2. If funded, club officers must have bimonthly meetings with the E-Board Rep to provide updates on the club’s progress towards fulfilling the requirements set forth by the Policy Committee and for guidance
3. During the probationary period the Policies Committee will investigate: the class distribution, the history and cause of degradation of the club. The club must provide any requested materials or documents and attend meetings when requested.
4. To regain active club status, the club must fulfill all requirements set forth by the Policies Committee and must also show satisfactory growth and improvement in the allotted time. The final decision will be made by the E-Board with recommendations from the Policies Committee and E-Board rep.

5. If at the end of the Probation period (one full semester) the club has not satisfied the requirements of the Policies Committee the club will no longer be considered a club of the Rensselaer Union, affiliated or otherwise. To return as a recognized or affiliated organization the club must apply as a new club.
I move that the Rensselaer Union Executive Board approve the reallocation of $5,700.36 from Goal F: to Goal C, Program 1.

Up to $6,000 towards the repair of the WRP! Soundcraft GHOST soundboard.

So moved by: [signature]

Printed Name: Chris Hosking

Seconded by: [signature]

Printed Name: Ines Roman

Motion: Passes/Fails

6 0 1
Motion # 5

Date: 3/23/2007

I move that the Rensselaer Union Executive Board APPROVE THE USE OF $212,150 FROM THE RENSSELAER UNION ADMINISTRATIVE BUDGET TOWARDS THE REPLACEMENT OF TELEPHONES WITHIN THE RENSSELAER STUDENT UNION AND THE MUELLER CENTER.

So moved by:

Signature

Seconded by:

Signature

For  Against  Abstaining
15      0      2

Motion: Passes/Fails

CHRIS HOSKINS
Printed Name

Matthew Rad
Printed Name